

OFFICE OF EMERGENCY MEDICAL SERVICES
Administrative Requirements Manual

EFFECTIVE: 8/1/2008AUTHORIZATION: ARPAGE: 1 of 4A/R TITLE: Requirements for EMT Training Course Attendance RecordsSUPERSEDES: N/A**PURPOSE**

To define the requirements and procedures for the maintenance, format and submission of attendance records for all Department of Public Health/Office of Emergency Medical Services (OEMS)-approved EMT continuing education and refresher training classes.

REQUIREMENTS

Each accredited training institution, nonaccredited EMT course sponsor and instructor/coordinator shall be responsible to keep attendance records for all OEMS-approved EMT continuing education and refresher training classes. These attendance records shall be kept for a period of no less than seven years, and in accordance with the procedures set forth below.

A. Single Session Continuing Education Classes

1. An OEMS Attendance Roster (Form 200-59) or a form in a similar format shall be completed during the class.
2. The course sponsor/instructor shall enter the title, OEMS approval number assigned to the program, the actual number of hours that the course was approved for by OEMS, the course date, the start and end times, the sponsor and the instructor in the spaces provided.
3. Each EMT in attendance shall enter his/her printed name, Massachusetts EMT number and signature on the attendance roster. Sponsors/instructors may use pre-printed attendance rosters containing the printed name and EMT number for EMTs employed by or pre-registered with the course sponsor/instructor. It is each EMT's individual responsibility to ensure that both his/her name and EMT number are correct on the pre-printed roster before signing their name.
4. The course sponsor/instructor shall draw a line through the pre-printed name and number of each EMT who did not actually attend the course.
5. If the instructor is an EMT, he/she should enter their name, EMT number and signature as the last EMT attending the class.
6. The course sponsor/instructor shall then sign the roster verifying that it is a true record of attendance.
7. The course sponsor/instructor may convert this attendance roster into an electronic format for submission to OEMS, in accordance with section E., below. The original attendance roster must be submitted to OEMS within five business days after the course is completed. The course sponsor/instructor shall keep a copy of the original signed roster for their records.

B. Multi-Session Continuing Education Classes

1. An OEMS Attendance Roster (Form 200-59) or a form in a similar format shall be completed during each class session as outlined in section A, above.
2. The course sponsor/instructor shall complete an OEMS Master Attendance List (yellow paper preferred).

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B. Multi-Session Continuing Education Classes (continued)

3. The course sponsor/instructor shall enter the title of the program, the approval number assigned to the program by OEMS, the course sponsor, the dates of each course session and the names and EMT numbers of the participants in the spaces provided. He/she shall then indicate with a check mark the sessions attended by each EMT, and draw a line through the name and EMT number of each EMT who did not actually attend the course, and/or who did not attend every session of the course.
4. The course sponsor/instructor shall then sign the attendance rosters and the Master Attendance List verifying that it is a true record of attendance.
5. The course sponsor/instructor may convert the Master Attendance List into an electronic format for submission to OEMS, in accordance with subsection E., below. The original Master Attendance List and attendance rosters must be submitted to OEMS within five business days after the course is completed. The course sponsor/instructor shall keep a copy of the original Master Attendance List and signed rosters for his/her records.

C. EMT Refresher Courses

1. An OEMS Attendance Roster (Form 200-59) or a form in a similar format shall be completed during each class session as outlined in section A, above.
2. In addition, the course sponsor/instructor shall complete an OEMS Master Attendance List as follows:
EMT-Basic Level Refresher = brown Master Attendance list
EMT-Intermediate Refresher = green Master Attendance List
EMT-Paramedic Refresher = blue Master Attendance List
3. The course sponsor/instructor shall enter the approval number assigned to the program by OEMS, the course sponsor, the dates of each course session and the names and EMT numbers of the participants in the spaces provided. He/she shall then indicate with a check mark the sessions attended by each EMT, and their written and practical grades. He/she shall draw a line through the name and EMT number of each EMT who did not actually attend the course, and/or who did not attend every session of the course or who did not pass the written and practical examinations.
4. The course sponsor/instructor shall then sign the attendance rosters and the Master Attendance List verifying that it is a true record of attendance.
5. The course sponsor/instructor may convert the Master Attendance List into an electronic format for submission to OEMS, in accordance with subsection E., below. The original Master Attendance List and attendance rosters must be submitted to OEMS within five business days after the course is completed. The course sponsor/instructor shall keep a copy of the original Master Attendance List and signed rosters for their records.

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Note: EMT refresher courses conducted entirely on line are NOT approved by MDPH/OEMS. While an EMT refresher course may have an on-line component, all DOT-level, state-approved EMT refresher courses must have a “hands on” practical skills component, and a “hands on” practical skills final examination.

D. On-Line Continuing Education Courses

Course sponsors shall keep an electronic record of all EMTs who log in and successfully complete an OEMS-approved, on-line continuing education course. Sponsors shall ensure that EMTs log in using a secure password or other unique identifier with their name and Massachusetts EMT number. Participants should be unable to keep a course open for an extended period of time (to be determined by course sponsor).

The course sponsor shall submit a listing of all Massachusetts EMTs who successfully complete each OEMS-approved course listing the OEMS approval number, course title, number of hours approved by OEMS, EMT name and MA EMT number. This listing should be submitted at the end of each calendar month, at a minimum.

Electronic rosters shall be kept in a special file until the original course attendance record(s) are received by OEMS. Upon verification that the electronic and actual course attendance records match, OEMS will download the electronic version into the master records file.

E. Electronic Rosters

Course sponsors/instructors shall ensure that the electronic rosters submitted to OEMS accurately reflect the actual attendance at each session/course. OEMS will compare the original signed attendance rosters with the electronic versions to ensure accuracy.

There are three acceptable formats for submitting electronic rosters:

1. Microsoft Excel Worksheet – The worksheet will have four columns as follows: Course Number, EMT Number, EMT Name, Credit Hours. See illustration below:

	A	B	C	D	E
1	Course Number	EMT Number	EMT Name	Course Hours	
2	28****	856***	John Doe	6	
3	28****	824***	Jane Doe	6	
4					

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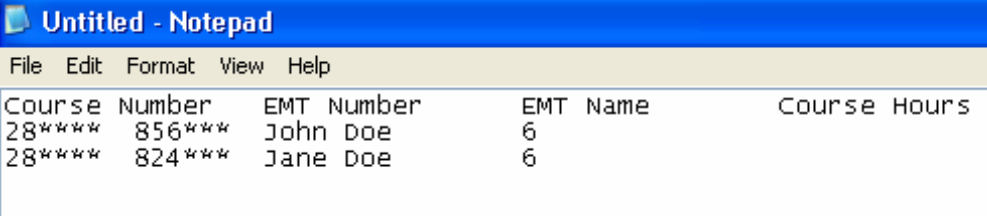
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A/R TITLE: Requirements for EMT Training Course Attendance Records

SUPERSEDES: N/A

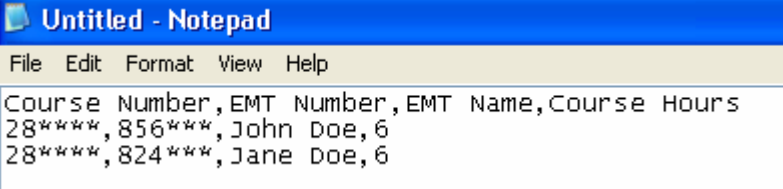
E. Electronic Rosters (continued)

2. Tab-delimited Text File – This is the same format as above, but each column is separated by one tab.



Course Number	EMT Number	EMT Name	Course Hours
28****	856****	John Doe	6
28****	824****	Jane Doe	6

3. Comma-delimited Text File – This is the same format as above, but each column is separated by one comma.



Course Number	EMT Number	EMT Name	Course Hours
28****	856****	John Doe	6
28****	824****	Jane Doe	6

The course approval number, date and title must be included in the email or the title of the file, and the filename **must not** include any spaces:

Incorrect: **281234 M&M 4-5-08.txt**

Correct: **281234_M&M_4-5-08.txt** (underscores have replaced the spaces)

If possible, course sponsors/instructors should submit each course in a separate file. Electronic rosters must be emailed by the course sponsor/instructor to recert@dph.state.ma.us.

Course sponsors/instructors who submit inaccurate electronic rosters are subject to having the privilege of submitting electronic rosters suspended or revoked. All electronic submissions must be followed by the receipt of the signed original attendance rosters. If the original rosters are not received, the electronic version(s) will not be downloaded, or may be removed from the OEMS database, until they are received.